STATE RECORDS COMMITTEE

Approval Signature Sheet

Records Retention Schedule

Application #930512-01

Sheet 3 of 3

Schedule Number: 94-0007

Effective Date: 08/23/94

Creating Agency: Department

Department of Transportation

Office of Equal Opportunities.

Disadvantaged Business Enterprise Program

Series Title:

Disadvantaged Business Enterprise Certification Files.

Dates Covered:

1988 - [ongoing]

Access:

Open

Disposition

Instructions:

Cut off at end of calendar year.

Hold in current files area one (1) year.

Transfer to State Records Center and hold three (3) years.

Destroy.

State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached records retention schedule application.

Edward Weldon

Secretary of State Designee



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. 9305/2-01 1. Ağency Address FOR RECORDS MANAGEMENT USE FOR AGENCY USE Départment of Transportation Application Number Application Date Office of Equal Opportunities #2 Capitol Square Date Received Application Number **Date Completed** Atlanta, GA 30334-1002 MAY 12 1993 108/23/94 2. Person to Contact Working Title Telephone Number EEO Administrator (404) 656-5323 Robert L. Bradley 3. Action Requested a. Establish Retention Schedule: record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c.

Amend Application No. ____ Check One: Change; Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest · Present DBE Certification Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The special staff EEO Office is responsible for certifying firms applying for the Disadvantaged Business Enterprise Program, among other duties. Files on these firms are to be maintained for at least three year period as mandated by federal quidelines. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Applications and other documents relating to certification Documents relating to: of DBE firms. Files on each firm that applied for certification in a Included are: three year period. Alphabetical order by company name. File is arranged: How often are records referred to which are: 8. Monthly Reference Rate One to six months old _____; Seven to twelve months old ____; Thirteen to twenty-four months old _____ twenty-five months and older _seldom?

AR-50-71; Rev. 76

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves

____; Other *(specify) _____*

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